



Region I

City of San Fernando, La Union 2500

Telephone No. (072) 6078137; Fax No. (072) 6078130/40

REQUEST FOR QUOTATION (RFQ)

**Supply, Delivery and Installation of Various Information &
Communications Technology (ICT) Equipment and Peripherals**
for the
Learning Resource Management and Development Center (LRMDC)

I. INVITATION

Date: August 24, 2012

Request for Quotation No.: 2012-08-02

To all Eligible Suppliers:

- A. The Government of the Philippines has received a grant from the **AUSTRALIAN GOVERNMENT** through the **AUSTRALIAN AGENCY FOR INTERNATIONAL DEVELOPMENT (AusAID)** and administered by **WORLD BANK** to aid the implementation of **SUPPORT TO PHILIPPINE EDUCATION REFORM (SPHERE)** under the project called *Supply, Delivery and Installation of Various Information & Communications Technology (ICT) Equipment and Peripherals* for the Learning Resource Management and Development Center (LRMDC) in the **DepED Regional Office 1**.
- B. **DepED Regional Office1**, hereinafter referred to as the **Purchaser** thru the Bids and Awards Committee (BAC), now invites you to quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this Request for Quotation (RFQ) Documents. Quotations may be submitted by letter, facsimile or by electronic means not later than September 3, 2012. For more information please call DepED RO1-BAC at Telephone Nos.: (072) 242-78-67. **Upon receipt of at least three (3) quotations on the submission deadline, the BAC shall open the quotations.**

Very truly yours,

(Sgd.) BETTINA D. AQUINO

Chair, Bids and Awards Committee

RFQ No. 2012-08-02

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II. PRICE QUOTATION FORM

Item No.	ITEMS & DESCRIPTION	SPECS	QTY.	UNIT	UNIT PRICE	DELIVERY COST PER ITEM	TOTAL PRICE
1	Distribution Switch	Please refer to Section IV for the Tech'l Specs	1	unit			
2	Wireless Access Point		1	unit			
3	Network Attached Storage (NAS) device		1	unit			
4	Desktops Computer (Production)(with Operating & Office Software)		5	units			
5	Desktops Computer (with Operating & Office Software) (Library)		5				
6	Uninterruptible Power Supply (UPS)	Tech'l Specs		units			
	a. 1000VA		1	units			
	b. 500VA		10	units			
7	Scanner with OCR capabilities, A3		1	unit			
8	Adobe Creative Suite 6 (Design and Web Premium Edition) or latest version		4	units			
9	Firewall Subscription		1	unit			
TOTAL							

This is to submit our price quotations indicated above subject to the terms and conditions of this RFQ.

Supplier/Bidder's Company Name:		TIN:	
Address:			
Telephone No.:		Fax No.:	
Supplier/Bidder's Authorized Representative's Signature over Printed Name:		Date:	

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III . TERMS AND CONDITIONS

A. Submission of Requirements

1. Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) at **DepED Regional Office 1** on September 3, 2013.
2. Supplier shall submit the following requirements:
 - a. Duly signed Request for Quotation (RFQ) documents.
 - b. Duly accomplished and signed Price Quotation Form, for all items or specific items only, (Section II). Prices shall be quoted in Philippine Pesos.
 - c. Brochures/technical specifications of the items offered showing its performance characteristics or certifications if applicable.
 - d. Valid Mayor's Permit
 - e. PhilGEPS Registration Certificate

B. Instructions

1. This Quotation and the Supplier's written acceptance of Notice of Award (NOA) will constitute a binding Purchase Order (PO) between the Purchaser and Supplier. The Purchaser is not bound to accept the lowest or any quotation received. The Purchaser is not bound to accept the lowest or any quotation received.
2. Quotation shall remain valid for a period of **forty-five/thirty (45/30)** calendar days after the deadline date specified in the Invitation.
3. The price quoted by the Supplier shall be fixed for the duration of the bid validity and the Purchase Order.
4. Supplier shall be responsible for the source(s) of its Goods, and shall make the deliveries in accordance with the schedule, and specifications of the award or purchase order. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
5. Supplier who accepted a purchase order but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified from participating in DepED or any of DepED units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and it's IRR-A against the supplier.

6. Supplier shall pick-up the Purchase Order (PO) issued in its favor within three (3) calendar days from date of receipt of Notice of Award (NOA). Thereafter, if the purchase order remains unclaimed, the purchase order shall be cancelled.
7. A performance security equivalent to ten percent (10%) of the Purchase Order amount in the form of Manager's or Cashier's check or Bank Guarantee shall be submitted by the Supplier together with the signed Purchase Order (PO). The Performance Security shall be released after the Issuance of Certificate of Final Acceptance by the Purchaser.
(Note: This provision will not be applicable to Contracts amounting below Two hundred fifty thousand pesos (PhP250, 000.00)).
8. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the supplier subject to liquidated damages for delayed deliveries.
9. All lawful duties, taxes, and other levies payable by the Supplier under the Purchase Order shall be included in the total quoted price.
10. All transactions are subject to withholding of creditable Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

C. Evaluation of Quotations

1. Completeness of Submission;
2. Compliance of the requirements indicated in the RFQ; and
3. Price per item.

D. Award

1. The Purchaser will award the Purchase Order to the supplier whose offer per item has been determined to be the lowest complying responsive quotation.
2. The Purchaser reserves the right to accept or reject any quotation, and to cancel the process of competition and reject all quotations, at any time prior to the award of the Purchase Order, without thereby incurring any liability to the affected Supplier(s) or any obligation to inform the affected Supplier(s) of the grounds for the Purchaser's decision.
3. The Purchaser shall issue a Notice of Award (NOA) to the Supplier whose quotation has been accepted prior to the expiration of the validity period.

E. Delivery

1. Supply, Delivery and Installation of IT and basic office equipment and peripherals shall be made within **(to be specified by BAC) thirty/fifteen**

(30/15) calendar days from date of receipt of Notice to Proceed. Procedures specified in DepED Order No. 5, s. 2010 for delivery, inspection and acceptance shall be followed.

2. IT and basic office equipment and peripherals shall be delivered to the DepED Regional Office 1 during office hours.

F. Packing

The supplier shall provide such packing of the goods appropriate to prevent their damage or deterioration during transit to delivery sites. Goods shall be packed in boxes with label identifying content and quantity per box, and other applicable packaging symbols with the name of the Purchaser.

G. Inspection / Acceptance

DepED – Regional Office _____ Inspectorate Team shall inspect the goods if it is in accordance with the technical specifications upon delivery / installation of Goods. Inspection and Acceptance Report (IAR) shall be signed by the Inspection Committee and by the Property Officer

H. Liquidated Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered Goods shall be charged as liquidated damages for every day of delay of the delivery of the purchased Goods.

I. Warranty

Warranty for the goods delivered shall be for a period of one (1) year to three (3) years, depending on the specified items, from date of acceptance of the goods.

J. Payment

One hundred percent (100%) of the P.O. Price shall be paid to the supplier after delivery / installation of the goods to the DepED Regional Office 1 and upon submission of the following documents:

- a. Request for Billing
- b. Suppliers Invoice showing the Goods description, quantity, unit and total price
- c. Delivery Receipts
- d. Warranty Certificates
- e. Approved Purchase Order
- f. Inspection and Acceptance Report
- g. Certificate of Final Acceptance issued by the Regional Director or its Authorized Representative
- h. Photographs of Deliveries / Installation

III. MINIMUM TECHNICAL SPECIFICATIONS

Item #	ITEMS & DESCRIPTION
01	Distribution Switch Qty: 1 unit <u>Minimum Technical Specifications</u> • Brand New • Form Factor : Rack-mountable, External • IPv6 compliant • Device Type: Switch, Fast Ethernet • Ports Qty:24 port x Ethernet 100/1000 base- tx • Auxiliary Network Ports: 2x10/100/1000 Base-T (uplink), 2xGBIC • Remote Management Protocol : SNMP/RMON/HTTP • Layer 2 Switching • Auto-Sensing per device • Additional Features: Flow control/full duplex capability • Half-duplex, full duplex • Dynamic IP address assignment • Auto-negotiation , auto-uplink • IGMP snooping • Manageable; Stackable • Standards Compliance: IEEE 802.1Q, IEEE 802.1p; • Warranty & SLA: 3-3-3 (Parts-Labor-Next Business Day Onsite) Year Warranty • With at least 5 years prior to End-of-Life (EOL) of the device
02	Wireless Access Point Qty: 1 unit <u>Minimum Technical Specifications</u> • Brand New • Standards: IEEE802.11n (version 2) with 2.4GHz/5GHz frequency bands; dual band • Device Management: Web based • Data transfer rate: 400mbps • Transport Protocol: TCP/IP • Interface: 4 Ethernet 100/1000mbps • 8 allowable Multiple Input Multiple Output (MIMO) • Security: 256-bit WPA, MAC address filtering • Certification FCC, CE, IC-03, Wi-Fi • Power Requirement: Autovolt/Auto Sensing frequency • Provided with Setup Software and User Guide on CD-ROM, Ethernet Network Cable and Power Adapter • Warranty:3 years parts and services from date of acceptance and on-site service • With at least 5 years prior to End-of-Life (EOL) of the device
03	Network Attached Storage (NAS) device Qty: 1 unit

RFQ No. 2012-08-02

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	<u>Minimum Technical Specifications</u> • Device Type: Expandable SMB NAS • RAID Level Support: RAID 0, RAID 1, RAID 5 • Transfer Rates : Ethernet 100/1000 Mb/s capable • Device Management/Access: Web based with the ff protocols: HTTP, HTTPS, FTP, SFTP • Initial Capacity 2 TB (Expandable to 6 TB) • Interface : Dual 1 gbps Ethernet ports/USB 2/3 • AC Input Voltage 100-240 VAC • AC Input Frequency 47-63 Hz • Warranty & SLA: 5-5-5	
04	Desktops Computer (with Operating & Office Software) (Production) Qty: 5 units <u>Minimum Technical Specifications</u> • Brand New • Processor: i5 3rd generation, 3.3 GHz, 6MB Cache, L3 Cache, 4 cores (64 bit) • Memory: 8GB DDR3, 1333MHz • Sound Controller: Integrated HD Audio • Video Graphics Controller: PCI-E Video Card ↳ Memory 1GB DDR3 ↳ Core Frequency 600MHz ↳ Memory Frequency 1800MHz ↳ RAMDAC 400MHZ ↳ Interface PCI-Express ↳ Memory Bus 256-bit ↳ Stream Processors 112 Max. Resolution 2560 x 1600 ↳ SLI Ready Yes Output 1. Dual-Link DVI 2. HDTV 3. VGA • Network Controller: Integrated 10/100/1000 Base-T Ethernet + WLAN 802.11 g/n • I/O Ports: 3 USB 2.0 (some on the front of computer), 1 serial (9-pin), Video Output • Expansion Slots : 2PCI/PCIe • Storage: 500GB HDD • Optical Drive: Multidrive+Multiburner • Installation media (CD/DVD) for Operating System and Device Drivers for each unit • Hard Disk: 500 GB 7200 rpm (SATA) partitioned 10% (Pre-Installed Recovery Partition, not Active, Primary, Hidden) 40% (System and Software, Primary, Active), 40% (Data, Logical), 10% (Pre-Installed Image in Standard DVD Size, ISO Format, Hidden) • Monitor: 18.5" Wide LCD LED (same brand as PC) • Keyboard: Standard English (same brand as PC)	

	- Pointing Device/Mouse: Standard Optical (2 buttons + scroll) (same brand as PC) - Others: ISO 9001-2008 - Operating System: Windows 7 Pro 64 bit - Office Productivity Software: MS Office 2010 Professional Academic - Security Software: Licensed Anti-Virus (1 License good for 3 Computers); Firewall Software (at least 3 years subscription) - Power Requirement: Autovolt/Auto Sensing frequency - Warranty & SLA: 5-5-5 (Parts-Labor-Next Business Day Onsite) Year Warranty. - Provide ONE TOUCH RECOVERY KEY either any of the F1 to F12 keys. The supplier shall provide the recovery software and provide one master copy of the Recovery - Must have Toll Free Hotline (1-800) - With at least 3 years prior to End-of-Life (EOL) of the device
05	Desktops Computer (with Operating & Office Software (Library) Qty: 5 units <u>Minimum Technical Specifications</u> - Brand New - Processor: i5 3rd generation , 3.03 GHz, 6MB cache , L3 Cache, 2 cores - Memory: 8GB DDR3, 1333MHz - Sound Controller: Integrated HD Audio - Video Graphics Controller: PCI-E Video Card - Memory 1GB DDR3 - Core Frequency 600MHz - Memory Frequency 1800MHz - RAMDAC 400MHZ - Interface PCI-Express - Memory Bus 256-bit - Stream Processors 112 Max. Resolution 2560 x 1600 - SLI Ready Yes Output - Dual-Link DVI - HDTV - VGA - Network Controller: Integrated 10/100/1000 Base-T Ethernet + WLAN 802.11 g/n - I/O Ports: 3 USB 2.0 (some on the front of computer), 1 serial (9-pin), Video Output - Expansion Slots : 2PCI/PCIe - Storage: 500Gb HDD - Optical Drive: Multidrive+Multiburner - Installation media (CD/DVD) for Operating System and Device Drivers for each unit - Hard Disk: 500 GB 7200 rpm (SATA) partitioned 10% (Pre-Installed Recovery Partition, not Active, Primary, Hidden) 40% (System and

	Software, Primary, Active), 40% (Data, Logical), 10% (Pre-Installed Image in Standard DVD Size, ISO Format, Hidden) • Monitor: 18.5" Wide LCD LED (same brand as PC) • Keyboard: Standard English (same brand as PC) • Pointing Device/Mouse: Standard Optical (2 buttons + scroll) (same brand as PC) • Others: ISO 9001-2008 • Operating System: Windows 7 Pro 64 bit • Office Productivity Software: MS Office 2010 Professional Academic • Security Software: Licensed Anti-Virus; Firewall Software (at least 3 years subscription) • Power Requirement: Autovolt/Auto Sensing frequency • Warranty & SLA: 5-5-5 (Parts-Labor-Next Business Day Onsite) Year Warranty • Provide ONE TOUCH RECOVERY KEY either any of the F1 to F12 keys. The supplier shall provide the recovery software and provide one master copy of the Recovery • Must have Toll Free Hotline (1-800) • With at least 3 years prior to End-of-Life (EOL) of the device
06	Uninterruptible Power Supply (UPS) <u>Minimum Technical Specifications</u> • Brand New • 10 mins Back-up time at half-load • 5 mins Back-time at full-load • Available 4 outlets at 220 volts output • Provides lighting, transient, overload & short-circuit protection • Warranty: Three (3) years on battery, parts and service • Power Requirement: Power Requirement: Autovolt/Auto Sensing frequency a. Capacity: 1000 VA Qty: 1 unit b. Capacity: 500 VA Qty: 10 units
07	Scanner with OCR capabilities, A3 Qty: 1 unit <u>Minimum Technical Specifications</u> • Type: Desktop, Sheetfed • Document Feeder Type: Autoload • Feeder Capacity: 50 sheets (minimum) • Optical Resolution: 600 dpi • Color Mode/Depth: 24-bit • Document Size: A3 (16.5 x 11.7 in) max • Interface: High Speed USB 2.0 • Compatible with Windows 7 • Others: User Manual (English) • Include user's manual (English), CD/DVD Installation Software/driver & Cables (Standard Plug / adaptors and USB cable)

	Warranty: 1 year parts and services from date of acceptance
08	Adobe Creative Suite 6 (Design and Web Premium Edition) or latest version Qty: 4 units - At least 3 educational licenses per site - With media kit/CD installer and manuals with training for at least 3 personnel
09	Firewall Subscription Qty: 1 unit Bundled with the following: - Anti Virus with Firewall Software (at least 3 years subscription) - Intrusion Detection System (IDS) - Intrusion Prevention System (IPS) - Content Filtering - Anti-Spam 24 x 7 Firmware updates - With complete CD/DVD installer, documentation and license certificate - With training on Application System Administration for at least two (2) personnel 1 year subscription 24x7 on phone support